

Workplace

Recycling Program



Reducing waste

Much of the waste that is generated through offices and staff kitchens can be recycled. Implementing a workplace recycling program can significantly improve your organisation's environmental outcomes and can also reduce waste disposal costs.

How the program works

Central bin stations

Three bins including a yellow recycling bin, blue paper and cardboard bin, and red general waste bin, are set up in central locations around work areas. At every station each bin is colour coded and clearly labelled to provide consistency and assist staff with their recycling efforts.

Ipswich Waste Services staff work closely with your organisation to decide the best locations throughout the work area for the central bin stations.

The correct location of the bins is important to make the system easy for your staff to use. We can also provide your organisation with education about recycling and the importance of recycling.

Your organisation will need to arrange with cleaning/maintenance staff for the 140L bins to be emptied into the appropriate industrial bins.

Desk waste bins

Bins for general waste are not provided at workstations. Any general waste should be disposed of in the waste bins located around at the central bins stations or kitchen/eating areas.

Please note: Space constraints and servicing issues may affect the location and numbers of bin stations provided within work areas.

Paper recycling box

Each workstation is supplied with a paper recycling box so that all waste paper generated at the desk can be placed in this box for recycling. Once the box is full, staff are required to empty it into one of the paper recycling bins located around the office. A paper recycling bin should also be located at or near each printer.

This provides a more efficient process for cleaning staff who no longer need to empty multiple work station waste bins.

Shredded paper

All confidential documents should be shredded or disposed of into a special document destruction bin if provided in your organisation. Shredded paper can be placed in the paper recycling bins located around the work areas.

Staff kitchens

If space permits, the staff kitchens/eating areas should be provided with two 140L bins comprising of a recycling bin (yellow lid) for recycling food and beverage containers and a waste bin (red lid) for other waste materials.

Success of workplace recycling system

This workplace recycling system has been successfully operating with Ipswich City Council for a number of years. The results have shown a significant increase in the quantity of material recycled and a reduction in plastic bags used by the cleaning staff. This in turn has resulted in a reduction in the amount of waste that is being sent to landfill and reduced waste disposal costs. This is a great outcome for Ipswich City Council and we hope your organisation can achieve the same results.


Other recycling options

As well as recycling used paper and cardboard, significant savings can be made within offices if staff are encouraged to reduce the use of paper. Paper saving ideas include:

- setting printers to default to print double sided
- encouraging staff to read documents on their PC's rather than printing the documents out to read from hardcopy
- using projectors or smart boards to display meeting information rather than providing all attendees with hard copy information
- continuing the use of electronic mailing systems
- saving documents electronically rather than hardcopy.

Acceptable waste for 140L bins

Recycling bin	Paper recycling bin	Waste bin
<ul style="list-style-type: none">✓ Aluminium drink cans✓ Steel food cans✓ Plastic bottles and containers✓ Glass bottles✓ Glass jars✓ Cardboard food packaging <p>Please rinse food containers and remove lids from glass bottles and jars before placing them in the bin.</p>	<ul style="list-style-type: none">✓ Note paper and reports✓ Envelopes✓ Brochures✓ Fax paper✓ Post-it notes✓ Newspapers✓ Cardboard✓ Letterhead✓ Invoices✓ Magazines✓ Shredded paper	All other waste that is not suitable for the recycling and paper bins.

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